



Public Schools of North Carolina

Charter Schools Performance Framework QA Deep Dive

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NC Office of Charter Schools

Joseph Letterio Maimone, Education Consultant



Office of
CHARTER SCHOOLS
NC Department of Public Instruction



OFFICE OF CHARTER SCHOOLS



The North Carolina Charter School Performance Framework

1. Introduction and Philosophy
2. Submission and Review Process
3. Items not reviewed by OCS
4. Items reviewed by OCS
5. Follow up Q&A survey



PF 5-Ws

- Who- All currently operating schools are required to participate in the annual Performance Framework. The Office of Charter Schools staff provides thoughtful and responsive guidance throughout the year.
- What- The Performance Framework consists of several indicators related to charter school operations, academics, finance, and governance.
- When- Document submissions for the 2020-21 Performance Framework will take place from September 2020 through April 2021. Final submissions are due June 30th each year.
- Where- Most documents are submitted via the [Epicenter portal](#) and evaluated by OCS. However, certain measures are collected and evaluated by divisions and agencies external to OCS. For example, measure A5 is collected by the various federal programs within DPI (EC, **EL**, etc.). Measure A17, Health and Safety Requirements, is collected and evaluated by the Department of Health and Human Services.
- Why- The Performance Framework is an accountability measure and it is a tool to help us keep you, the school, out of trouble so you can focus on educating students!



State Board Goals and Measures

- **Objective 2.4: Increase the number of charter schools meeting academic, operational, and financial goals**
 - Measure 2.4.1a: Percentage of charter schools at or above 60% on EOG/EOC assessments (CCR)
 - Measure 2.4.1b: Percentage of charter schools at or above 60% on EOG/EOC assessments (GLP)



State Board Goals and Measures

- **Objective 2.4: Increase the number of charter schools meeting academic, operational, and financial goals**
 - Measure 2.4.2: Percentage of charter schools meeting or exceeding annual academic growth
 - Measure 2.4.3: Percentage of charter schools meeting or exceeding all financial and operational goals as measured by the Performance Framework



There's more on the web!

- <https://www.dpi.nc.gov/students-families/innovative-school-options/charter-schools/performance/performance-framework>



Measures not determined by OCS

- A2. The school has an assigned administrator in the Education Value-Added Assessment System (EVAAS).
- A3. The school meets the required number of instructional hours or days in accordance with State law.
- A4. The school adheres to all testing and accountability policies for state assessments.
- A5. The school implements mandated programming as a result of state or federal requirements. Title I, Title II, EC, Nutrition, EL.
- A7. The school's official funded ADM is within 10% of the projected ADM.
- A17. The school is compliant with all student health and safety requirements as defined in general statute, SBE policy, or the signed charter agreement.
- A18. The school is compliant with teacher licensure percentage requirements by maintaining at least 50% of teachers licensed from December 31 through the end of the school calendar year in accordance with SBE policy.



Annual OCS Reviewed Items

- A01.1 – School Performance Score and Letter Grade
- A01.2 – Parent Letter for Schools with D or F
- A06.1 – Board Admissions and Enrollment Policy
- A06.2 – Lottery Application
- A08.1 – Parent Grievance Policy
- A08.2 – Employee Grievance Policy
- A09 – Board Conflict of Interest Policy
- A10 – Nepotism Policy
- A11 – Board Meeting Schedule
- A12 – Board Membership List
- A13 – Fire, OSHA, and Other Required Health or Safety Inspections
- A14 – Certificate of Occupancy
- A15 – Civil and Liability Insurance Certificate
- A16 – Board Criminal History Check Policy
- A19 – EMO/CMO Public Records Request
- A20 – NC Retirement System Dissolution Funds
- A21 – School Improvement Plan



Renewal Year OCS Review

- B1 – Graduation Requirements
- B2 – Student Promotion Requirements
- B7 – Board Student Discipline Policy



A01.1 – School Performance Score and Letter Grade

Submission Due Date: March 31

Applicable Schools: Schools currently operating in Year 2+ (including those designated under the Alternative Accountability Model). Not applicable to the new charter schools who opened in the current year.

Description: The overall School Performance Score and Letter Grade must be prominently displayed on the school’s website in accordance with G.S. 115C-218.65.

Submission Instructions:

1. Please provide a screenshot of the overall School Performance Score and Letter Grade for the current and previous four school years displayed on the school’s website.
2. In the narrative box below, please copy and paste the URL for the page on the school’s website that contains the school performance score and letter grade display.

Schools operating in year 1 will not have accountability data for the previous school year. If your school is operating in year 1, please state that in the narrative box below and submit.

Reference(s): [G.S. 115C-218.65](#)

Criteria: The school performance score and letter grade earned for the following years are prominently displayed on the school’s website, as evidenced through the screenshot and the URL link provided: *Current Year: Prior Year 1: Prior Year 2: Prior Year 3: Prior Year 4:*



A01.2 – Parent Letter for Schools with D or F

Submission Due Date: January 31

Applicable Schools: Schools that earned a D or F according to the prior year Accountability Data. **This submission task has been assigned to those schools only.*

Description: Schools receiving a D or F for the school year, provide a copy of the letter sent to parents to notify them of the school's Letter Grade.

Submission Instructions: Please provide a copy of the letter sent/to be sent to parents to notify them of the school's Letter Grade. At a minimum, the letter should contain the date of distribution to parents and the letter grade earned for the last concluded school year.

Reference(s): [G.S. 115C-218.65](#)

Criteria: A parent letter was provided that contains a date range between the release of accountability data in October and the due date of March 31. The letter, at a minimum, should contain the letter grade earned during the prior school year.



A06.1 – Board Admissions and Enrollment Policy

Submission Due Date: November 30

Description: The school follows student admissions and lottery requirements as stated in North Carolina General Statute, State Board of Education Policy, and the signed charter agreement.

Submission Instructions: If this item was deemed compliant in the 2019-2020 Performance Framework and has not been amended please submit the Policy Verification note signed by the School Director and Board Chair. Otherwise, please provide the current board admissions and enrollment policy.

Reference(s): [G.S. 115C-218.45](#), [CHTR-003](#), [Section 7 of the Charter Agreement](#), [General Checklist for A6](#)

Criteria: The board policy provided is up-to-date, comprehensive, transparent, and accurately applies requirements from law.



A06.2 – Lottery Application

Submission Due Date: November 30

Description: The school follows student admissions and lottery requirements as stated in North Carolina General Statute, State Board of Education Policy, and the signed charter agreement.

Submission Instructions: Please provide the Lottery Application to be used during the current/upcoming open enrollment period for student admittance in the upcoming academic year. The lottery application provided should align with content provided in the Board Admissions and Enrollment Policy. If the actual application is not available yet, please submit documentation of all the questions that are going to be asked on the application.

Reference(s): [G.S. 115C-218.45](#), [General Checklist for A6](#), [Sample Lottery Application](#)

Criteria: The lottery application provided is for student admission into the school for the next school year. The lottery application should not contain any prohibitive or non-essential question fields. The enrollment packet, not the application, is the proper place for more detailed questions.



A08.1 – Parent Grievance Policy

Submission Due Date: April 30

Description: The non-profit board has a current grievance policy for parents.

Submission Instructions: If this item was deemed compliant in the 2019-2020 Performance Framework and has not been amended, please submit the Policy Verification note signed by the School Director and Board Chair. Otherwise, please provide the board’s current grievance policy for parents.

Reference(s): [CHTR-006](#)

Criteria: The grievance policy contains the following, at a minimum:

- o Transparent and clear steps for the grievant to act upon throughout the process.
- o A logical “chain of command” for the grievant to bring his/her concern in order to have it addressed.
- o A timeline at each step in the process.
- o A step within the process (usually the final step) that allows the grievant to bring his/her concern to the governing board of directors for an investigation and final decision.
- o If the grievant has a concern with the lead administrator, the policy should include a process for how that concern can be addressed.



A08.2 – Employee Grievance Policy

Submission Due Date: April 30

Description: The non-profit board has a current grievance policy for employees.

Submission Instructions: If this item was deemed compliant in the 2019-2020 Performance Framework and has not been amended, please submit the Policy Verification note signed by the School Director and Board Chair. Otherwise, please provide the board's current grievance policy for employees.

Reference(s): [CHTR-006](#)

Criteria: The grievance policy contains the following, at a minimum:

- o Transparent and clear steps for the grievant to act upon throughout the process.
- o A logical “chain of command” for the grievant to bring his/her concern in order to have it addressed.
- o A timeline at each step in the process.
- o A step within the process (usually the final step) that allows the grievant to bring his/her concern to the governing board of directors for an investigation and final decision.
- o If the grievant has a concern with the lead administrator, the policy should include a process for how that concern can be addressed.



A09 – Board Conflict of Interest Policy

Submission Due Date: January 31

Description: The non-profit board has a current Conflict of Interest Policy that complies with G.S. 115C-218.15 and the most recent charter agreement.

Submission Instructions: If this item was deemed compliant in the 2019-2020 Performance Framework and has not been amended, please submit the Policy Verification note signed by the School Director and Board Chair. Otherwise, please provide the board's current Conflict of Interest Policy.

Reference(s): [G.S. 115C-218.15](#) and [Section 4 of the Charter Agreement](#)

Criteria: The board policy provided is up-to-date, transparent, and accurately applies General Statute and requirements from the charter agreement.



A10 – Nepotism Policy

Submission Due Date: March 28

Description: The non-profit board has a current nepotism policy that complies with G.S. 115C-218.15 and the most recent charter agreement.

Submission Instructions: If this item was deemed compliant in the 2019-2020 Performance Framework and has not been amended, please submit the Policy Verification note signed by the School Director and Board Chair. Otherwise, please provide the board's current Nepotism Policy.

Reference(s): [G.S. 115C-218.15](#) and [Section 4 of the Charter Agreement](#)

Criteria: The board policy provided is up-to-date, transparent, and accurately applies general statute and requirements from the charter agreement.



A11 – Board Meeting Schedule

Submission Due Date: September 30

Description: A quorum of the non-profit board of directors meets no less than 8 times during the fiscal year (may include an annual meeting).

Submission Instructions: Please provide the governing board's meeting schedule for the fiscal year. List the date, time, location, and type of meeting (i.e. regular board meeting, special called meeting, annual meeting, etc). Please note that the fiscal year runs from July 1st of a given year through June 30th of the next year. The non-profit board of directors is required to meet no less than 8 times a year (including annual meeting).

Reference(s): [CHTR-006](#)

Criteria: A board meeting schedule is provided with dates that fall between July 1, FY start, and June 30, FY finish. The number of meetings on the schedule is no less than 8. The evidence submitted contains the information requested: date, time, location, and type of meeting.



A12 – Board Membership List

Submission Due Date: November 30

Description: The majority of the non-profit board members and 50% or greater of the board officers have primary residence in North Carolina.

Submission Instructions: Please provide the list of board members including the first and last name, board role, and the city and state of primary residence for each member. If the board has any ex-officio members, please ensure to clearly denote this on the membership list.

Reference(s): [Section 4 of the Charter Agreement](#)

Criteria: The board membership list includes the names, board role, and city and state of primary residence. Using this information, a compliant governing board will have the majority of all board members and 50% or more of board officers with a primary residence listed as the state of North Carolina.



A13 – Fire, OSHA, and Other Required Health or Safety Inspections

Submission Due Date: April 30

Description: There is evidence of current fire inspections and related records.

Submission Instructions: Please provide your most recent fire, OSHA, and any other required health or safety inspection completed by the municipality/county. The inspection/s must be official.

Reference(s): [Section 14 of the Charter Agreement](#)

Criteria: The evidence documents provided have inspection dates within the current academic calendar and show that the inspection was conducted by the municipality or county. Take into consideration a school may function on a year-round calendar and begin in July. Use best judgement if you see a June or July inspection date.



A14 – Certificate of Occupancy

Submission Due Date: October 31

Description: The school has a viable certificate of occupancy or other required building use authorization.

Submission Instructions: Please provide your school's Certificate of Occupancy for all facilities. Each building please. This is about making sure students are learning in safe buildings sufficient for an educational environment.

Reference(s): [G.S 115C-218.5\(c\)](#) and [Section 15 of the Charter Agreement](#)

Criteria: The evidence documents provided have the following elements:

- Address listed on the Certificate of Occupancy matches the address listed in EDDIE
- Certificate(s) of Occupancy or other building use authorization indicates that the building/facility is for **Educational Purposes**.
- School submits all Certificates issued for the facility and any sub-campus facilities.



A15 – Civil and Liability Insurance Certificate

Submission Due Date: April 30

Description: The non-profit board holds current, active civil and liability insurance with the minimum coverage as defined in the most recent charter agreement.

Submission Instructions: Please provide your current, active Civil and Liability Insurance Certificate. The certificate of insurance should show minimum coverage as required by section 13 of the charter agreement. Note that the coverage term should be current and active.

Reference(s): [G.S. 115C-218.20](#), [CHTR-004](#), and [Section 13 of the Charter Agreement](#)

Criteria: The evidence document(s) provided have the following elements:

- Coverage dates that are current (basically Certificate has yet to expire).
- o Errors and Omissions: one million dollars (\$1,000,000) per occurrence;
- o General Liability: one million dollars (\$1,000,000) per occurrence;
- o Property Insurance: for owned building and contents, including boiler and machinery coverage, if owned;
- o Crime Coverage: no less than two hundred fifty thousand dollars (\$250,000) to cover employee theft and dishonesty;
- o Automobile Liability: one million dollars (\$1,000,000) per occurrence; and
- o Workers' Compensation: as specified by Chapter 97 of NC General Statute, Workers' Compensation Law.
- Certificate names the SBE as an additional insured.
- The amounts indicate "per occurrence" when required above.



A16 – Board Criminal History Check Policy

Submission Due Date: February 28

Description: The non-profit board has a criminal history check policy that mirrors the LEA in which the school is located.

Submission Instructions: If this item was deemed compliant in the 2019-2020 Performance Framework and has not been amended, AND the LEA Policy has not changed, please submit the Policy Verification note signed by the School Director and Board Chair. Otherwise, please provide your current Board Criminal History Check Policy that complies with G.S. 115C-218.90.

Reference(s): [G.S. 115C-218.90](#) and [Section 22 of the Charter Agreement](#)

Criteria: The board policy provided is up-to- date, transparent, and accurately applies General Statute and requirements from the charter agreement.



A19 – EMO/CMO Public Records Request

Submission Due Date: February 28

Description: The charter school is compliant with the annual EMO/CMO public records request.

Submission Instructions: Please combine the items below and submit as one document. If your school is not contracted with an EMO/CMO please state that in the Narrative box below and submit, you do not need to provide any documentation if your school does not work with an EMO/CMO.

- 1) A list of all employees paid by EMO/CMO that are assigned to manage or work at the school. Minimum information for this item include: Name, Duties (brief description), and Annual Salary.
- 2) A budget/expenditure report that outlines each year of the contract. Minimum information for this item includes: Description of the activity, Budget amount (sum of which equals the contract total), prior year/current year expenditures.

Reference(s): [Section 10 of the Charter Agreement](#) and [CHTR-021](#)

Criteria: The evidence document(s) provided have the following elements:

- 1) A list of all employees paid by EMO/CMO that are assigned to manage or work at the school. Minimum information for this item includes: name, duties (brief description), and annual salary.
- 2) A budget/expenditure report that outlines each year of the contract. Minimum information for this item includes: description of the activity, budget amount (sum of which equals the contract total), prior year/current year expenditures.



A20 – NC Retirement System Dissolution Funds

Submission Due Date: October 31

Description: The charter school is compliant with maintaining the required dissolution funds per G.S. 115C-218.100.

Submission Instructions: If your school participates in the NC Retirement System, please provide evidence of maintaining the minimum \$50,000 of funds in one or more of the following: an escrow account, a letter of credit, a bond, or a deed of trust. Note: schools who participate in the NC Retirement System and have received a 10-year renewal are waived from the requirement. Please state that in the Narrative box below and select submit.

If your school does not participate in the NC Retirement System, please state that in the Narrative box below and select submit.

Reference(s): [G.S. 115C-218.100](#)

Criteria: The evidence document(s) provided have the following elements:

- \$50,000 minimum funds in one or more of the following ways – escrow account, letter of credit, bond, or deed of trust.



A21 – School Improvement Plan

Submission Due Date: March 31

Applicable Schools: Schools designated as Low-Performing or Continually Low-Performing per previous accountability data. All schools were scheduled to submit something for this task in Epicenter.

Description: The school is compliant with the implementation of a School Improvement Plan submitted through NC Star.

Submission Instructions: If your school has been identified as Low-Performing or Continually Low-Performing, please provide the School Improvement Plan submitted through NC Star.

If your school has not been identified as Low-Performing or Continually Low-Performing, please state that in the Narrative box below and select Submit.

Criteria: The evidence document provided is an updated school improvement plan through the NC Star system.



B1 – Graduation Requirements

Submission Due Date: April 30

Applicable Schools: Schools in year 1 of the renewal cycle that serve HS grades or are projected to serve HS grades.

Description: The school has graduation requirements that match the approved charter application or approved charter application amendments.

Submission Instructions: If your school serves high school seniors or is projected and approved to do so, please provide a complete list of credits and other requirements for high school graduation. If your school does not serve high school seniors and is not projected and approved to do so, please state that in the Narrative box below and select Submit. Note: This submission is required for schools in their first year of the renewal cycle.

Reference(s): [Section 3.1 of the Charter Agreement](#)

Criteria: The evidence document provided contains a list of graduation requirements and what is listed matches what is in the charter application or any approved amendments. The graduation requirements must also show evidence that the school offers Occupational Course of Study for students with disabilities. Note that this submission is required of schools currently serving high school grades or those that have been approved to serve high school grades.



B2 – Student Promotion Requirements

Submission Due Date: April 30

Applicable Schools: All schools in year 1 of the renewal cycle.

Description: The school has student promotion requirements that match the approved charter application or approved charter application amendments.

Submission Instructions: Please provide the school's student promotion requirements for all grades served in the current school year.

Reference(s): [Section 3.1 of the Charter Agreement](#)

Criteria: The evidence document provided contains a list of promotion requirements for all grade levels served. The promotion requirements provided match the approved charter application or approved charter application amendments.

Verify grades served to ensure the school is providing requirements for all as requested. Check to see whether the requirements address students with disabilities.



B7 – Student Discipline Policy

Submission Due Date: April 30

Applicable Schools: All schools in year 1 of the renewal cycle.

Description: The school maintains a discipline policy that is compliant with state and federal law and that is consistent with the approved charter application and approved charter application amendments.

Submission Instructions: Please provide the Board’s Student Discipline Policy that includes discipline procedures for students with disabilities.

Reference(s): [G.S. 115C-218.60](#), [Chapter 115C – Article 27](#), [Section 20 of the Charter Agreement](#)

Criteria: The evidence document provided contains the discipline policy for students, including a process for students with disabilities, that aligns with state and federal law. The policy provided matches the information provided in the approved charter application or approved charter application amendments.

The policy should include discipline processes for students with disabilities and should comply with Article 27 of Chapter 115C of the General Statutes.



Would you like a follow up call to talk through any specific item or items?

- Please click and fill out this short Google Docs survey linked so we can follow up with you individually!



Questions, any time, ever

Contact Information:

Mr. Joseph Letterio Maimone

Education Consultant

NC Office of Charter Schools

Joseph.Letterio@dpi.nc.gov

984-236-2703

Or performanceframework@dpi.nc.gov

